

JOB OPPORTUNITY

Posting Dates

MASSACHUSETTS TRIAL COURT

Job Description and Qualifications

for

Associate Probation Officer

Applications must be received by:

POSITION SUMMARY:

The Associate Probation Officer, under the direct supervision of the Chief Probation Officer, First Assistant Chief Probation Officer or Assistant Chief Probation Officer, assists the Court by performing the courtroom duties previously performed by Probation Officers including providing courtroom coverage, preparing and delivering defendant record information, dispositional duties, and other duties as the Court may direct. The Associate Probation Officer further assists the Court by assisting Probation Officers to interview defendants prior to court and completing pre-trial intake investigations.

MAJOR DUTIES:

Administrative:

Assists the Court by recommending dispositions based on reports from the Probation Officer(s) interpretation of defendant's criminal record, case history and knowledge of Intermediate Sanctions Programs and other community resources.

When directed by the Chief or Assistant Chief Probation Officer, assists Probation Officers in the performance of their courthouse and courtroom duties.

Performs all assigned duties relating to cases scheduled for appearance in court.

Performs all assigned courtroom duties.

Prepares and submits monthly statistical reports on status of court case-flow.

Gathers and evaluates data pertinent to cases before the Court.

Maintains accurate and up-to-date case records in a neat and legible form.

Assists Probation Officer(s) with enforcement of all orders handed down by the Court.

Assists Probation Officer(s) with paperwork and collateral materials needed to conduct investigations.

Assignments:

As assigned, performs such other courtroom duties as may be directed by the Judge or Chief Probation Officer in accordance with the standards of the Trial Court and any specialized needs of the Court.

SUPERVISION RECEIVED:

The Associate Probation Officer is employed by the Office of the Commissioner of Probation but receives direct day to day supervision from the Chief Probation Officer, First Assistant Chief Probation Officer or Assistant Chief Probation Officer.

POSITION REQUIREMENTS:

Demonstrated interest in and commitment to criminal justice and/or human services as evidenced by prior employment, record of internships, educational practicums, college course work or equivalent activities.

Ability to perform complex courtroom tasks.

Ability to deal with justices, general public, members of the bar, and court personnel.

Ability to maintain accurate records.

Ability to establish work priorities.

EDUCATION:

An Associates's Degree in criminal justice, human services or related field from an accredited college or university or equivalent combination of education and experience.

SALARY RANGE: \$

PLEASE NOTE: Faxed applications will not be accepted.

A completed Trial Court Application for Employment and resume should be forwarded to:

Applications for Employment are available at all court locations and at the Administrative Office or you may visit our web site at www.jud.state.ma.us to download a job application or view a job description.

AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER